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COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

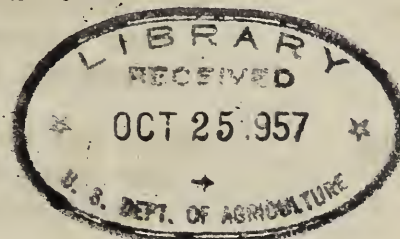
U. S. Department of Agriculture
and State Agricultural Colleges
Cooperating

Extension Service, Office of
Cooperative Extension Work,
Washington, D. C.

³ ENROLLMENTS, COMPLETIONS AND AWARDS IN BOYS' AND GIRLS' 4-H CLUB WORK,
WESTERN SECTION //

Study Made at Request of Western States Extension Conference

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During the discussions of the Boys' and Girls' 4-H Club Section of the Western States Extension Conference, Logan, Utah, July 21-25, 1931, it became apparent that there was no compiled information on certain items of interest relating to enrollments, completions and awards. Several of the items which invoked inquiry were as follows: the dates of the 4-H club year, the dates for securing enrollment, the placing of responsibility in securing enrollments, enrollment records, percentage of completions - how determined, completion requirements and awards for completion.

The following compilation of information briefs methods and plans in effect in the Western States and Territories during the year 1932 as reported by the several States and Territories.

THE 4-H CLUB YEAR

- November 1 to October 31 - Arizona, Idaho, Montana, Nevada, New Mexico, Utah.
- October 1 to September 30 - California, Colorado, Washington.
- December 1 to November 30 - Oregon, Wyoming.
- March 1 to October 31 - Alaska.
- October 1 to June 30 - Hawaii.

Comments:

- California - The date varies somewhat in the several counties, depending upon the season and other organization problems.
- Hawaii - The club year for 4-H extension clubs in plantation camps is from October to June. Senior 4-H extension clubs may be organized any time.
- Nevada - Clubs may be reorganized at any time. It is recommended that new clubs be organized between November 1 and June 1. Year-round activities are being developed.
- New Mexico - Ninety to ninety-five per cent of clubs are organized between January and May and completed between September 1 and October 31.
- Wyoming - Some clubs organize for the coming year in October and November and carry on winter club work; the majority of clubs are organized in the spring months.

BOYS' AND GIRLS' 4-H CLUB ENROLLMENT PERIOD.

- ALASKA: March 1 to June 15. Clubs are not started too long before school is out, but soon enough afterward to finish during the vacation period.
- ARIZONA: There are two distinct periods of enrollments, and two final dates for enrollments to be sent in to the central office. Clubs, especially in the southern part of the State, are organized in the fall, those in the northern part in the spring. Final enrollment date for fall-organized clubs is January 1, for spring-organized clubs July 1.

CALIFORNIA: From a State-wide standpoint the enrollment period begins October 1 and ends July 1 of the following year. There is relatively little activity on projects during the summer time because of climatic influences.

COLORADO: October 1 to June 1. This is the best period for enrollment as in some sections clubs organize in the fall and carry on through the winter months, so that in the summer when members work in the fields, they can skip a few meetings. The bulk of enrollment comes between March 15 and June 1. Lamb feeding clubs start in October and carry on during the winter months.

HAWAII: October 1 to January 1. This period is best in the Territory. The club year runs with the school year as many of the members work in the cane and pineapple fields during the summer months.

IDAHO: No special time for enrollments, they begin in September and continue until June 1.

MONTANA: New clubs organize in the fall - September, October, and in the spring - January 1 to May 1. These dates do not represent hard and fast limits but indicate when the bulk of the new clubs are organized. Old clubs are encouraged to reorganize as soon after they have completed their year's work, even though they may not start active project work until later. Foods and clothing clubs, some poultry clubs, baby beef, fat lamb clubs are organized in the fall. Crops, clothing, food preparation, food preservation, some phases of poultry clubs are organized at the beginning of the new year. For all clubs a program throughout the entire year is urged. Clubs average 10 meetings a year.

NEVADA: The fall enrollment means the enrollment secured after the State 4-H Club Camp, August 15, 1931. Members enrolled in the fall are not counted in State or county enrollment figures for present year but are credited to following year. On June 1 another call is made for members enrolled in clubs organized after January 1 and on or before June 1. June 1 is a good closing date because by that time road conditions are such that in most counties the agents can get into the field to supervise the work with leaders and members. Earlier closing dates have been tried but could not be adhered to because of weather conditions.

NEW MEXICO: For livestock, poultry, and crops clubs, January to May is the most satisfactory period, the idea being to get the clubs organized and under way in advance of the season. Canning clubs are organized somewhat later, though they may even be organized earlier in order to fulfill the requirements in meat canning. The foods and clothing clubs vary

more in the dates of enrollment and completion, but in general they follow the same schedule. Some of the clothing clubs are organized in the fall and finish before school is out, due to the fact that the young people are scattered during the summer months when they go back to their homes on widely scattered farms and ranches.

OREGON: Many of the clubs reorganize immediately following the completion of their last year's work, which would be at the close of the State Fair or the Pacific International Livestock Exposition. Many of the new clubs are also organized, with enrollment blanks in State office in October and November. These clubs are counted in the year's work beginning with December 1. Clubs are organized throughout the year up to or about July 1. The requirement in livestock projects is that the members must own their animals, younger animals, for at least four to six months, depending on the project. This is required before exhibits are made in the county or State Fair, or the Pacific International. There is no definite closing date because the requirements of the projects determine the closing date. Canning clubs are sometimes organized in July. Girls who have been away at school and have returned to their homes can do intensive and creditable work in perhaps two or three months up to the time they again start to school.

UTAH: Most of the members are enrolled in February, March and April, however some enrollments are received in May. A copy of the enrollment list from each county is supposed to be sent to the State office on or before June 1. A number of livestock clubs are started during the fall months. If started in October, there would be no final report made on activities until the year following.

WASHINGTON: Enrollment period is from October 1 to April 30, inclusive. The present plan is to have the leaders of organized clubs enroll groups in the fall. This assists the agent in carrying out work in new communities in the spring when the heavy enrollment work usually comes the month of March. Fall enrollment is easier for the local leader and gives the member a sense of belonging to an organization during the winter months. In other words the plan is to have year-round activities.

WYOMING: The enrollment period is from December until June. The majority of the members enroll in the spring months. In order to facilitate the heavy spring work of county extension agents, the enrollment period is extended with the understanding that all enrollments for the present year are to be submitted to the State office by July 1.

IS THE CLOSING DATE FOR ENROLLMENT A RIGID ONE?

- ALASKA: It is impossible to get around to meet all clubs in order to get the enrollment closed up as promptly as desired.
- ARIZONA: Final enrollment dates have just recently been set, and the plan is to strongly urge that they be adhered to very strictly. There will, of course, be instances where clubs are organized too late for enrollments to be sent in on the date. A few club members may also enroll in specific clubs after enrollments have been sent into the State office.
- CALIFORNIA: As a State-wide policy the closing date of July 1 is adhered to closely. Many counties, however, have earlier closing dates for their enrollment, varying from February to July.
- COLORADO: Enrollment is closed on June 1.
- HAWAII: It is necessary to close the enrollment in December in order that the members have at least six months to work on their projects.
- IDAHO: June 1 is the time when all enrollments for the year should be in and the date is held to rigidly.
- MONTANA: There is no definite closing date for the enrollment period. The time of organization of new clubs must be early enough to allow ample time for carrying out the project during the season. Food preservation clubs, for instance, might not necessarily be organized until May because there would not be anything to preserve until June, but the program could run over into the winter, particularly the meat preservation phases.
- NEVADA: June 1 is the closing date. The only exceptions made are when enrollment mistakes have been made in the records of the extension agents. Members are not penalized because of errors on the part of the extension agents or local leaders who fail to report the enrollment, however, it must be a clear case of error before a name is added to the list. This system was adopted after a thorough trial of rigid adherence to the closing date with no exceptions allowed.

NEW MEXICO: The closing date for enrollment is May 15. This final enrollment date has been adhered to rigidly, except in a very few cases where it would work a hardship on a community; for example, in a community where the young people are in school in distant places and return to the community after school is out, and want to do 4-H club work during the summer. In a few cases, when the condition is known in advance, a few days extra time has been allowed for getting the enrollment sheets to the State extension office. Members may be enrolled considerably in advance, but the enrollment sheet stating that members have actually begun their work is sent to the State office not later than May 15.

OREGON: There is no definite closing date although it is urged that all enrollments be in not later than July 1.

UTAH: No members are enrolled after June 1. Enrollment lists sent in by agents occasionally reach the State office a little later. The plan is to have all enrollments made up and the club projects started by June 1. It is preferred to have the projects started earlier than this but it is rather difficult to get a number of the home economics projects started until the girls are out of school. Livestock and crops projects are usually well under way before June 1.

WASHINGTON: Closing date is rigidly adhered to with following exceptions; oversight on part of local leader to get in the cards of his or her group which is no fault of the members, or possibly a special request by organizations for certain type of work.

WYOMING: The closing date of the enrollment period is a rigid one. All enrollments after July 1 are counted on the following club year which officially begins December 1.

THE RESPONSIBILITIES OF COUNTY EXTENSION AGENTS AND
LOCAL LEADERS IN THE ENROLLMENT PLAN.

ALASKA: An enrollment card is filled out by the member, signed by his parents, and sent to the Territorial extension office. Almost the entire operation of the club is the responsibility of the local leader. The teachers of the schools sometimes act as local leaders. The superintendent of the schools assists in every way possible in organizing the clubs. The assistant directors can visit the clubs not more than twice during the year due to the large territory.

ARIZONA: The system of enrollment in the counties varies somewhat. In general the agent organizes the club and takes the enrollment. In some few cases local leaders do all of this. Teachers are many times the local leaders. County extension agents send in the enrollment

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list to the State office, keeping one copy for themselves. They also have a county file of members. The State office has a file of all local leaders.

CALIFORNIA: In general the local leaders are held responsible for obtaining enrollments, whether they be volunteer local leaders or teachers in the public school system. In about half of the counties of the State these enrollment cards are sent to the county extension agent, who distributes literature and record books. In the remainder of the counties the enrollment card is mailed direct to the State extension office, where the same materials are sent direct to the members. In either case, when the enrollment is completed all of the original enrollment cards are sent to the State office, where duplicate enrollment cards are prepared and forwarded back to the county extension agents. For most counties two duplicate cards are made from each original. One is kept in the county extension office and the other is forwarded to the local leader.

COLORADO: Local leaders secure enrollment but the bulk of the enrollment is secured by the county extension agents. Teachers are not asked to enroll members. In a few cases the county superintendent of schools assists in the enrollment by having cards so that when she is visiting rural schools she can give them out if there are requests. Enrollment cards and enrollment sheets are sent from the county agent's office to the State office so that subject-matter material can be sent to the members. This material is sent through the county agent's office so that he can check his file copy of the enrollment sheet and see that all members receive the material.

HAWAII: Local leaders who have had experience often enroll former members. School teachers are not permitted to organize or do any 4-H club work without written permission from the Territorial Superintendent of Schools, however, teachers who are interested and know of a group wishing to organize a club notify the county extension agents. The county extension agents are mainly responsible for the enrollment of all new members. Former members are enrolled for the coming year at Achievement Day programs. Permanent record cards are kept in all county offices.

IDAHO: Local leaders are responsible for assisting the extension agents with the enrollments in existing clubs. Teachers have no responsibility in this matter. Extension workers have the responsibility of the enrollment and organization of new clubs. A copy of the enrollment is kept in the county agent's office, another copy in the district agent's office, and a final copy is kept in the State extension office.

MONTANA: Enrollment cards are furnished to local leaders and club members through the county extension agent. Members of the club fill out these application-for-membership cards and turn them in to the local leader. In most cases for clubs that have been organized for some

time, the local leader is responsible for the membership. In new clubs and new projects the county extension agent may solicit membership, but the actual preparation of the application for membership is left entirely to the local leader. There is very little participation on the part of teachers other than those who may be local leaders and this number is few, except that they may generally inform the prospective members as to the club program and requirements of the project. In counties having two agents the man agent is responsible for the agricultural projects and the home agent is responsible for the home economics projects. After a card is filled out by a member and the signed approval of the parent or guardian is secured, the local leader collects the cards, and forwards them to the county extension agent's office. From these cards are made up the individual permanent record card which is kept on file in the county extension agent's office. No enrollment lists or blanks are required in the State extension office.

NEVADA: Local leaders assist in securing enrollments. They may give the agents names of members who wish to enroll or may sign up the members, collect the enrollment cards and turn them over to the extension agents. Teachers sometimes assist as local leaders. Extension agents are responsible to the State office for all enrollments. Extension agents secure enrollments from individual members at their homes, from members who call at the extension office and ask to be enrolled, from local leaders, teachers, or anyone else who is helping. No one plan is used. In one county the county boys' and girls' 4-H club council assists in securing enrollments.

NEW MEXICO: The general practice is to have a local leader in prospect to help the members in the enrollments and organization, even though the leader may be formally elected by the club. In a few cases school teachers serve as local leaders or assistant local leaders. In such cases the teachers are helpful in explaining 4-H club work and getting the enrollments. Enrollments are sent to the county extension offices and copies of all enrollment sheets are sent to the State extension office. County extension agents in counties where the number of farms and ranches is small, also where members are few in number, may do considerable work personally in enlisting members and the cooperation of their parents. This is especially true in clubs like baby beef feeding clubs, where close cooperation is necessary. In other counties where there are many clubs and a larger variety and volume of problems for the extension agent, the enrollment of members is largely secured by local volunteer leaders and club officers. While some of the counties with large enrollments use enrollment cards, the State enrollment blank is the only enrollment form in general use.

OREGON: The enrollment system throughout the State is uniform, using enrollment blanks in triplicate. The county extension agent or the county school superintendent in a county where there are no county extension agents, send the enrollment blanks to the various communities where they anticipate clubs being organized, or take them with them on their trips. Then as the club is organized, which may be done either by the county extension agent, county school superintendent, local leader, or

the club members themselves, the blanks are filled out in triplicate, the officers' names being placed on them, the name of the local leader, and the triplicate blanks are given back to the county extension agent. If it is in a county-club-agent county, the club agent files one copy in his office, gives the subject-matter material needed to the club members, sends one copy to the State office, and one copy to the local leader. If the club is organized in a county without a county club agent, the enrollment blanks are sent directly to the State extension office. The material is mailed directly to the local leader, a copy of the enrollment blank is filed in the State office, a copy sent to the extension agent or the county school superintendent and a copy to the local club leader. County extension agents are urged to leave the organization as much as they can to the local communities. In counties with no extension agents, the county school superintendent handles the work in the same manner as a county extension agent and sees that the enrollment blanks are completed and sent to the State office. An individual enrollment card may be used in a few cases where there are not enough boys and girls in the community to organize a standard club.

UTAH: Enrollment cards are sent to the county extension agents and these are distributed to boys and girls or to parents at a community or group meeting. The parents must sign the enrollment card. Responsibility for securing club members rests largely on the county extension agent and home demonstration agent, however, assistance may be given by the State extension office. Local leaders assist the agents in securing enrollments. The school teachers are not asked to enroll members. A member is considered enrolled over a period of years after he enrolls the first time. At the time of the new enrollment he is given an opportunity of continuing or dropping out of the work. The club enrollment cards are distributed to the members and these are usually returned to the local leader. The leader then makes up the enrollment sheets. Then the county extension agent makes a copy of all enrollments and sends it to the State office and keeps one copy in the county office.

WASHINGTON: Local leaders secure the enrollment of reorganized groups and new members in the fall. It is easier to secure the enrollment cards properly filled out and signed from the club while it is active as an organization than it is to wait until spring after the group has been disorganized for several months in winter. The usual plan is for the county agent or assistants to send to the local leader the enrollment cards which the leader fills out and returns to the county agent's office. The agent has his own address mimeographed on the reverse side of the card to insure its delivery to his office. In the organization of new clubs, cards are sometimes left with the teachers in order that the prospective members may know from whom they can get a card. Cards are usually sent directly to the agent. In some cases the teachers may check up on those taking cards by having the cards returned to her after which they are sent directly to the county agent's office. If the enrollment is solicited at a community meeting some sponsoring cooperator may be selected to handle the enrollment and forward it to the county agent until such time as the local leader is secured. The assistant county agricultural agent usually handles directly the enrollment of a new club for some special project.

WYOMING: Enrollments are secured largely through community organization sponsored by farm community clubs, community committees, home-maker groups, and to a very large extent through the older club members and club leaders who have been serving for one or more years. Some enrollment is secured through the schools but no active campaign is carried on in this respect and teachers do not figure very prominently in the program. The plan usually followed in enrolling members during the forepart of the year is for the extension agent to meet with a group of members or with parents and interested people in the community, discuss the plans and distribute enrollment cards. A date is set to organize the club and get the work started. The county extension agent usually plans to attend this meeting. In the meantime a local leader is decided upon and by the time the club is organized a leader has usually been selected. The enrollment cards are signed by both the club member and the parent. At the time of the organization, the club secretary and leader fill out a blank page in the club secretary's book, listing the club officers and the complete enrollment of the club, together with the age, project carried, and address, and this is sent to the county extension agent for his or her office records. Additions or cancellations may be made before the official enrollment of the county is sent to the State office on July 1.

THE RESPONSIBILITY OF THE STATE OFFICE IN THE ENROLLMENT PLAN.

ALASKA: The Territorial extension office furnishes the cards and they are returned to the office when they are filled out. These enrollment cards, together with the records and stories are kept in the Territorial office.

ARIZONA: When the enrollment is received in the State office, the name of the individual is placed on his or her enrollment card, which is kept in the central office. The enrollment comes in from the county office on the regular enrollment sheet. They may come in any time between organization of the club and final enrollment date. Enrollments in the State office are kept both in list form and on individual cards.

CALIFORNIA: The State office keeps all original enrollment cards. They may be sent to the State office either by the club member direct or through the office of the county extension agent. In about one-half of the counties the enrollment is sent in as it is received in the county office, or as a club member enrolls. In the other half of the counties the original enrollment card is collected by the county agent and kept by him until enrollment is complete, at which time the entire set of enrollment cards for the county is forwarded to the State office. No other enrollment record is used in the State office except the original enrollment card.

COLORADO: The responsibility of the State agent is to receive the orders for the approximate number of enrollment cards, have them printed and mailed to the agent. The enrollment cards are not charged to the county budget. The enrollment sheets are made out in the county office. These are three in number - the original, and two carbons. The original and one carbon are sent to the State office and the second carbon is retained in the county agent's file until the first carbon is returned to him. The second carbon is then sent to the local club leader. The original is retained in the State office and the first carbon is returned to the county agent for his files with the date the enrollment sheet is received in the State office and the date the club material was mailed. This gives the county agent a complete check regarding the subject-matter material mailed. On the first of each month the complete enrollment to date is made up on a form according to projects. A complete set is sent to the director of extension, one is kept for the State club agent's files, and sections pertaining to the subject-matter projects are sent to the respective specialists.

HAWAII: The Territorial office provides enrollment cards for club members. Enrollment sheets giving the name of the leader, members and project are sent into the Territorial office in February with the plan of work. Achievement records are sent into the Territorial office with the annual report November 1.

IDAHO: The State office has the responsibility of checking over the enrollments, keeping them on file, making changes in membership as to members who are to be added or as to old members who are dropped. These enrollment records are sent in as soon as the club is organized.

MONTANA: The responsibility of the State office is to furnish application-for-membership cards to the county extension agents. No cards or lists are required to be sent to the State office by the county extension agents. No records of enrollment are kept in the State office. This is entirely a county matter.

NEVADA: The State office asks each agent to set a minimum goal for enrollments. Such a goal is decided upon considering the county or district the agent works in, number of boys and girls of club age, and duties of the extension agent. Extension agents send the State extension office an enrollment summary list for each county in which they work. The enrollment summary sheets are mailed into the State office according to the following directions:

"Make duplicate copies of this report. Mail the original copy to the State extension office; keep the carbon for your office file. Enrollment summary reports are due at the State extension office as follows: 1. June 1 - When the 4-H club enrollment is completed for the year. 2. August 1 - The enrollment list may be revised, if necessary at this time. Names of club

members dropping their club projects on account of illness or moving away may be removed, making the August 1 figures final for the year. Percentage of completions at the close of the year are to be figured from August 1 enrollment. 3. November 1 - Use this form as a letter of transmittal with the club members' completed reports sent in with your annual report. Check off with red pencil each project your club members report upon."

NEW MEXICO: The only enrollment record sent from the county to the State office is the enrollment list. This must be in the State office by May 15 in order for the club or the individual members to have the right to compete in the contests of the season. At the close of the club season definite record is made of the work of each individual member on permanent record cards. These cards are made out in duplicate, the pink one for the county office and the white one for the State office. Pink ones are sent to the county extension workers for their files as soon as the State office file records are completed each year. The county worker adds the record of club members to the permanent cards, making out new cards for first-year members. These are due in the State extension office along with the annual reports of the county workers, November 25.

OREGON: The State office keeps a complete record of all clubs organized in the State. These are kept in files, in books by counties. The enrollment blanks and individual cards come to the State office from which records are made. These blanks are sent immediately upon the organization of the club. Immediately following this, the necessary material goes out to the members and local leaders in all counties except club-agent counties. The material is sent to the county club agents and they in turn relay it to the local clubs.

UTAH: The State office is responsible for supplying the county extension agent enrollment cards and sheets. The enrollment cards are not sent to the State office but are kept in the county extension agent's office. A copy of the enrollment sheet, with the enrollment for each particular club, is sent to the State office before June 1. The enrollment sheets are kept in the State office and filed by counties.

WASHINGTON: The State office compiles alphabetically all the names submitted by a county extension agent on form 8, a copy of which is returned to the agent for correction. Record is kept of each club member on cards by counties. The county extension agent sends enrollment by clubs to the State office. Non-agent counties sometimes send in the enrollment cards. Green sheets are sent in any time from October 1 to April 30. In other words, they are sent as soon as the agent is sure that the club enrollment of that club has been completed. The card index system is kept by counties at the State office. Form 8 is also indexed and kept on file. A third index is made of the local leaders, type of club, with the number of members enrolled.

WYOMING: Enrollment cards are used in the counties. In the club secretary's book there is a blank for the club secretary and leader to fill out, showing the membership and organization of the club. This is detachable and is sent to the county extension office. It also includes an application for a club charter on the back. A triplicate enrollment form is used for making official reports of enrollments from the county to the State office. This gives the complete organization of the club, the list of members, the club project, breed and variety of project if any, year or division in the project, the year in club work, and the club member's age, all of which items are very important in furnishing complete knowledge of the club membership. The original (white) copy is sent to the State office July 1. The second and third copies (pink and yellow) are placed on file at that time in the county office and held there until December, at which time the last three columns are filled out, showing the completions in that club, pin awarded, and remarks. Also at the bottom of the page, whether the club qualified for a gold seal, Wyoming Certificate of Honor, and any other awards or accomplishments. This is made out with carbon and the third or yellow copy is mailed to the State office, thus providing the State office and county office both with a complete record of enrollments and completions for the year of every club and club member in the county. This system has been found during the past two years to be very convenient and effective.

A personal history record card is used for each club member and is kept on file in county offices. Each year the county extension worker makes additions to this card as the club member continues in club work and it provides a ready reference in getting information concerning the club member, particularly in connection with awards offered in club work. A permanent file card is used for a club as a group. This is made out one for each club. Additions are made each year as the club continues as the same organization, and it provides a handy reference for information. These are kept on file in the State office and information is posted to them from the triplicate enrollment forms. This material is all furnished to the State office by the county offices. The State office keeps on file all enrollment sheets for several years back and uses them each year for a number of different purposes.

THE REENROLLMENT OF BOYS' AND GIRLS' 4-H CLUB MEMBERS.

ALASKA: At the last meeting of the year the club members elect officers for the next year, and those who intend to continue club work the following year signify at this time.

CALIFORNIA: County extension agents supply each local leader with a list of club members who were enrolled for the previous year. Follow-up supervision of the local leaders is made by the county agents on this problem.

COLORADO: County extension agents arrange with the local club leader for a meeting of the club after the completion of the year's work and at that time distribute the enrollment cards so that all the old members can be enrolled, also invite new members to join.

MONTANA: The reenrollment of club members is stressed and the program for 1932 calls for reenrollment of at least 75%. The reenrollment last year was 63 $\frac{1}{2}$ %. Agents are requested to take the application cards and classify according to first, second, and third-year members, and take special effort to see that a check is kept against the previous year's list in order to determine how the enrollment of old members is progressing.

NEW MEXICO: There has been no special plan devised by the State office for securing the reenrollment of club members, except by sending them a letter recognizing their achievement in the past season and encouraging them to continue. County workers depend on the experienced 4-H club members to carry considerable responsibility for the club, and offer encouragement when needed.

OREGON: Information is sent to the clubs whenever they complete the work and the club reports are sent to the State office. These clubs are urged to reorganize taking in the same members and others if they think it advisable and can secure the members. Many clubs have been reorganized in this way, practically the same club continuing for several years.

UTAH: A copy of the previous year's enrollment is sent to the local leader of that particular club. In this letter it is urged that a special effort be made to get as many of the old members to continue the work as possible. The leaders are encouraged to get the old members to continue rather than to enroll new ones. The club rallies have done considerable to encourage a reenrollment of club members.

WYOMING: Each year in summing up the annual reports the percentage of club members enrolled for their third or higher year as compared with the first and second-year enrollments is noted. This gives an indication as to the number of older club members and the progress that is being made in reenrolling them from year to year.

CANCELLATION DATE ON ENROLLMENT LIST.

ALASKA: Alaska has no regular date for cancellation. If the members start their work they are carried, if not, they are dropped as soon as it is evident that they do not intend to continue.

ARIZONA: The cancellation date is the same as the closing enrollment date. Reasons for cancellations are as follows: Club member moved away; work not started; dropped from lack of interest; inability to finance project; sickness; lack of sufficient follow-up work; inability of leader to carry the work. The rule for cancellations is held to but, of course, there are cases in which leniency is justifiable. One runs into too much detail in cancelling members through the entire club year. There is a very good reason in this State for low completions, and it is that the population is so transient.

CALIFORNIA: July 1 is considered the cancellation date on all enrollment. However, it is often true in many cases that members who are not enrolled during the current year may enroll for the succeeding year beginning October 1, thus skipping one year of membership.

COLORADO: The cancellation date is July 1. A complete list of members according to projects and local leaders is made out by the State office from addressograph plates and sent to the county agent July 1. The county agent is expected to return this list by July 15 with the names of members not starting the work, or who have moved out of the county, or were compelled to drop it on account of sickness, checked off. They receive this information from the local club leaders. The reason for giving one month's grace is that the member who does not enroll until about June 1 will have an opportunity to get started before the cancellation date.

HAWAII: The cancellation date is not the same as the closing date of enrollment. It is six weeks after members have enrolled. If members do not attend club meetings regularly or do not take part in club meetings, or do not start the project work, their names are cancelled.

IDAHO: The cancellation date is the same as the closing date for enrollment. The reasons for cancellations may be that the member does not start work, may have moved to another community or out of the State, the local leader may have fallen down on the job. Sickness or various reasons may make it impossible for the member to carry out the year's work. The date of cancellations is held to fairly steadfastly. There have been cases where leniency was justifiable.

MONTANA: In Montana, a boy or girl is not a member until he has started his project. This means he must have filled out an application card as well as have started some work. If no work is started, he is dropped from the membership roll. Checks are made by agents in December for membership starting in the fall enrollment, and in June for membership originating in the spring enrollment. This check is made either through the local leader or secretary of the club. Cancellations are not made other than as explained above, and a member must be either recorded as a completion or failure after this check-up. Arrangements are made for completions in case of circumstances happening over which the member has no control, provided the record book and story are submitted covering the period of work. For example, if a hail storm comes in August and wipes out the corn crop or garden, the member may be credited with a completion if he turns in his record book and a story telling of his experiences up to the time of the failure. Prolonged sickness, accident, or removal from the county might be covered in the same manner.

NEVADA: Enrollment is completed on June 1. Agents are not required to send the names of any members who have not started their project by June 1. The enrollment list may be revised August 1. Names of members dropping their club projects on account of illness or moving away may be removed. Percentage of completions at the close of the year are to be figured from the August 1 enrollment. If a member moves away after August 1, it is the agent's responsibility to secure a report from him either before or after he moves. In cases of illness, a satisfactory report can usually be secured covering work done.

NEW MEXICO: The cancellation date for enrollments is not the same as the final enrollment date. Time is given up to July 1 for cancelling enrollment of any members. The reason for having a separate cancellation date might be analyzed as follows: first, it seems necessary to have all club enrollments in the State office at an earlier date than June 1; second, with the closing of school and the large amount of shifting that comes about in some counties between the first of May and the first of June, it is impossible to hold the full enrollment of clubs. As a general rule, members enrolled on July 1 are included in the final figures for club completions but a more lenient attitude is maintained towards members not completing when it has been due to some unavoidable cause. An account of reasons for noncompletions is made up by county extension agents.

In New Mexico there is not very much rivalry between counties on the matter of completions. Conditions are so different in the respective counties of the State that emphasizing the percentage of completion would not always be fair. With the uncertainty of the dry farming, mining settlements, and oil towns, the extension service being too exacting on completion percentages would mean that many communities in great need of the benefits of 4-H club work would not be given a chance. While enrollments are not encouraged where there is not a good chance for successful 4-H club work, often a few months organized work may be worth while for the young people and their parents, even though there may be no tabulatable results.

OREGON: The plan in Oregon is to consider when a member signs an enrollment blank, that he is making application to take up club work. The boy or girl is not classed as a member until he has started the work; that would be after he had received subject-matter material, had attended the first club meeting, own animals in the livestock club work, made preparations for gardens, or had started sewing, cooking, or other projects. The report cards are sent out with the material and members fill them out at the time they start work. The club member starting work is then an enrolled member. If he stops work then, he is counted as a quitter, unless the following conditions prevail: moving from the county or State; serious sickness with a doctor's statement to the effect that the club member can not continue in the work; or death.

UTAH: Cancellations might be made up to June 20. A number of members fail to get their projects started, they are taken from the roll. In a number of cases the members move from the communities to the ranch, which makes it impossible to continue. The limit of cancellation is not adhered to strictly. As an example, in one of the mining communities last year the community was practically deserted within two months. Many of the members moved from the community after the last date of cancellation but they were dropped from the roll. It was utterly impossible for them to continue work. Only where conditions are unavoidable are cancellations allowed after the final date for cancellations.

WASHINGTON: Reasons for cancellation: (1) club member does not start work (case of livestock clubs he has not secured his stock, or if the club has been organized since the first of October, taken no part in club activity); (2) death, (3) club member has moved from vicinity of the county. Date of cancellation is not held to rigidly. Enrollment on May 1 carries through the year.

WYOMING: The cancellation date is the same as the closing date for club enrollments, July 1. County workers cancel names on list if members have not shown any evidence of having started project. If they have been carried as enrolled and have attended at least three meetings of the club and then drop out, their dropping out and failure will count against completions. This same rule with regard to club members moving out of the county or State applies but it is thought perhaps some modification of this rule should be made. An effort is made to hold steadfastly to the rule for cancellations, but, of course, there are a few exceptional cases, such as death, accidents, or unavoidable happenings.

ELIMINATION AFTER CANCELLATION DATE.

ARI ZONA: Although at one time cancellations were made to some extent late in the year, it is not done anymore. The enrollment list is retained as it is after it is sent in. Cancellation causes inconveniences and the extension force is far more interested in the work with the individual than in percentages of completions.

CALIFORNIA: There is no fixed policy in California which governs all counties on dates of cancellation or elimination of enrollments, inasmuch as there is little or no competitive features to 4-H club work. There is no particular necessity for developing a hard and fast rule as to when a member is or is not officially enrolled. Very often members may move from one county to another, and have their enrollment transferred without loss of time or status.

COLORADO: Colorado does not cancel any members after July 15. If further cancellation was permitted, a county could have a very high per cent of completions as they could cancel right up until almost the date they figure completions.

HAWAII: Any member moving away from a county has his name cancelled from the enrollment list.

IDAHO: After the date of cancellation is closed, no further cancellations from the enrollment list are made.

MONTANA: In Montana it is thought more desirable to try and get a report out of a member than it is to cancel enrollment. He has a feeling of satisfaction of having completed his obligation up to the time the situation arose over which he has no control.

NEVADA: The Nevada plan as described is flexible enough to take care of needs without reducing standards and it is at the same time fair to the member and extension agent.

NEW MEXICO: There has been no hesitation in New Mexico in cancelling enrollment of members who move from the county. This is considered as an unavoidable cause as far as extension workers or club leaders are concerned. For any other reason, however, cancellation after the final date for cancellation is not often permitted.

OREGON: Members are cancelled even up to the very close of the year if they move from the county or State, or in case of serious sickness or death, but not if they quit their work after they have once started.

UTAH: Enrollments are made after the cancellation date. Clubs might start their work but they will not be counted on the current year's enrollment.

WASHINGTON: Cancellations after the official closing date have been avoided due mainly to the extreme amount of clerical work necessary to correct the record at the State office. Agents sometimes feel that this is rather harsh for they may have a club that has done nothing and it would increase the per cent of completions to eliminate this club from the per cent of completions. In case of requirement for 100 per cent completion, club leaders are not held responsible for a member's lack of completion due to death, moving out of the jurisdiction, or some unforeseen circumstance over which the members have no control which causes them to be unable to complete projects. Cancellation of this enrollment is not allowed although it is not held against the leader's percentage for completion.

WYOMING: Very few cancellations are made on the enrollment lists after they have been received at the State office. These lists are checked against the final lists sent in by the county workers in December and where there is a wide discrepancy the county worker is asked to make the correction or check back to find where a mistake has been made.

THE PERCENTAGE OF COMPLETIONS.

ALASKA: To determine the percentage of completions the number who actually started work is taken. Then the number who handed in records and stories is used as the other factor in determining the percentage of completions.

ARIZONA: Completion percentages are figured on the basis of projects carried.

CALIFORNIA: There are in California two percentages of completion which are figured according to the enrollments and completions in the annual report. There are two enrollments and two completions:

1. The project enrollment and completion, which includes those club members who carry two or more home projects during the year. This is termed the project completion.
2. There is the number of different club members who enroll and complete. From this is also figured a percentage of completions. This is the one generally used as the percentage of completions for the State.

COLORADO: The method of arriving at the per cent of completions for the State is to wait until the county agents send in their annual report and figure the number of club members enrolled according to the various projects and the club members completed according to the various projects. For more careful check the following has been considered, the sending of blank cards to all local club leaders on October 1 asking for the number of club members enrolled on June 1, number of club members enrolled on July 1 after cancellations are made, and the number of club members completing the work, figuring that on the basis of the number enrolled on July 1. A State policy exists whereby all reports are gathered by the county extension agents. In case of counties without agents, this is handled by the State office.

HAWAII: At the annual Territorial extension conference each agent sets the percentage of completions for his county. The Territorial office requires 80% completions. Many of the county agents set a higher goal than this.

IDAHO: The percentage of completions is figured from the enrollments as of June 1.

MONTANA: Per cent completion in Montana is arrived at by dividing the total of number 8, and the totals of number 10 on page 4 of the Annual Report of Extension Workers.

NEVADA: The percentage of completions at the close of the year is calculated from the August 1 enrollment figures. Each agent has a certain number of members enrolled with one or more projects. The member submits a 4-H club record book for each project he is enrolled. The extension agent sends in all the record books to the State office where they are permanently filed. The State office then checks the number of record books received against the enrollment and figures the per cent of completions. The State per cent of completions is a summary of this.

NEW MEXICO: The final cancellation date is July 1. The plan cuts down the number in the 4-H club enrollment and gives no consideration to young people who derive considerable benefit from 4-H club work through attending the earlier meetings of the season, and some who really start their work but are unable to complete it.

OREGON: The percentage of completions is arrived at by taking the number of different members who are actually enrolled in club work and have started, and the number of different members who have completed as per the requirements.

UTAH: The percentage of completions is arrived at by taking the actual number of boys and girls enrolled and the number who complete the projects in which they are enrolled.

WASHINGTON: The enrollment list as of May 1 is taken and the number of enrollments in the State. The number of completions as shown by the supplemental report for each county, less the duplications and those who have reported who are not enrolled, are the two figures used in securing the per cent of completions. Members not enrolled as mentioned are those who complete but were not enrolled due to such reasons as forgetting to enroll or leader forgetting their cards, or agents forgetting to report them. This number is gradually decreasing due to the checking of the enrollment list which is sent to the agents in the spring, usually the latter part of June.

WYOMING: For several years the percentage of completions for the State was based on project enrollments, because there were very few members carrying more than one project. This percentage is simply obtained by dividing the total number completing in the State by the total project enrollments. However, the last three years the percentage of completion has been based first on project enrollment and project completion, and different members enrolled and different members completing. This past year, 1931, there was a very small fraction of 1% difference between the figures obtained these two ways, so that the figure 87% completion for 1931 was used without attempting to qualify it as to project enrollments or different members.

GENERAL REQUIREMENTS FOR COMPLETION.

ALASKA: A record and story and an attendance record of at least 60% are required for completion.

ARIZONA: A member is considered as completed when he has handed in his record. Every member is strongly urged to write a story. He is expected, of course, to attend meetings and assist with the general program of the club.

CALIFORNIA: A member is considered a completion when he has complied with the following: 1. Has been duly enrolled as a 4-H club member in his county. 2. Has carried an agricultural or home project of minimum size as determined at beginning of the year by the county club council in consultation with the county extension agent. 3. Submitted a satisfactory record book covering the operations of his project.

- COLORADO: In order to complete his work a member is required to make an exhibit and submit a record completed to date, signed by the local club leader, to the county extension agent's office.
- HAWAII: Members must work six months on a project, attend at least six club meetings, keep records of all work, write a story, be a member of a judging or demonstration team, club work exhibit or take part in the achievement day program.
- IDAHO: Requirements for completions: See Idaho's 4-H club manuals for requirements.
- MONTANA: On the application-for-membership card the member signs this agreement "If admitted I shall endeavor to follow instructions of my local leader, keep a record of my project, attend meetings, and make a report at the end of the project to the county extension agent." When a club member has satisfactorily and to the best of his ability complied with the foregoing obligation, he has completed his project.
- NEVADA: In Nevada the term completion means whether or not a member's work for the year has been successful. The State office must receive the member's record book as evidence before the work is considered completed. See Nevada's 4-H Club Handbook, Bulletin 59, and 4-H Club Record Book, for details as to what a Nevada member must do and report.
- NEW MEXICO: The requirements for completion in New Mexico are as follows:
1. Do the required work in the respective projects. 2. Keep a record of the work systematically. 3. An exhibit of 4-H club work for project carried. 4. Submit a final report and story of the season's work.
- OREGON: The member must have completed and carried through all work required for that particular project, must make an exhibit in a local, county, or State fair. The local exhibit may be made at the time of the achievement day or at some later time in the community. The member must keep records of his work, complete report, and write story. These are submitted first to the local club leader. The local leader in turn files these reports with the county extension agent, and he in turn sends them to the State office.

UTAH: Each member must complete the work in the project in which he is enrolled as outlined by the extension service. First-year members in livestock and crop projects must have a record over a period of six months and must have held at least eight meetings. Each member is expected to check his food and health habits. Each member must also keep a record of all expenses and receipts connected with the project and write a story pertaining to the project at the close of the year's work. A copy of this record must be sent to the county extension agent's office before the work is considered completed.

WASHINGTON: Each club has outlined a minimum requirement which must be made before club member is given credit. If he has satisfactorily completed his work on the minimum requirements, it is considered a completion.

WYOMING: In order to complete a club project and get official recognition, a club member must complete the requirements as listed on pages 18 and 19 of the club Service Handbook.

VARIATIONS IN REQUIREMENTS ACCORDING TO PROJECTS.

ALASKA: The requirements vary somewhat as some of the agricultural clubs continue throughout several years.

ARIZONA: Requirements are practically the same for all projects.

CALIFORNIA: Requirements for completions do not vary with the several projects.

COLORADO: The only projects in which requirements vary are in fattening of beef cattle, swine and sheep. The calves are placed on feed in January or February and in most cases are not sold until after the club year and the county agents' reports have been sent into the State office. The same holds true with fat barrows and fat lambs, that is if these projects are started during one year they are not completed until the next club year.

HAWAII: The requirements do not vary with the different projects.

IDAHO: Requirements for completions: See Idaho 4-H club manuals.

- MONTANA: There may be local variations with regard to projects. For instance, a county extension agent may want to require members to make an exhibit in a particular project.
- NEVADA: So far as completions are concerned requirements for a year's successful 4-H club work do not vary.
- NEW MEXICO: Each project has definite requirements, and in most cases each year of a project has definite requirements, the work progressing systematically from first-year to third or fourth-year club work.
- OREGON: The requirements for a completed project vary with the different projects, but do not vary as far as actual completion is concerned, because the member must do all work required for that particular project in which he may be enrolled.
- UTAH: An attempt is made to outline the program of work so that the amount of work done by the members in the different projects will be somewhat comparable. All club members, regardless of the project, are expected to keep their record books and food and health habit score cards.
- WASHINGTON: The requirements vary in the several projects. Minimum requirements for ten-year-old club members necessarily are less than those for older club members in all projects. Also the type of minimum requirements varies. For older livestock boys breeding work, foundation herds, is stressed rather than feeding and fattening stock as is general plan for beginning members. Also in this case minimum requirements as to number of animals cared for varies. The purpose in this plan is to make the project fit the growth and age of members.
- WYOMING: The general requirements are the same for all projects. However, the work requirements vary somewhat with the different projects and from year to year in same.

AWARDS MADE FOR COMPLETIONS.

- ALASKA: A pin is awarded for each completion, the standard 4-H club pin; bronze for first and second year, silver for third, and gold for fourth. The purchase of these pins is financed through donations by members of the extension staff.

ARI ZONA: Pins are given each year for a period of five years. If two projects are carried in one year by a member, he receives only one pin. Different pins are given for each year's work. Pins for club members are financed from the county extension budgets.

CALIFORNIA: The California Bankers' Association has for the past seven years purchased to the extent of \$1,000, achievement pins for each member who completes his project and submits a satisfactory record book covering the same. These pins are different for first, second, and other years. They are pins of more or less different design for each year, up to and including eight years of enrollment.

COLORADO: The completion award is left to the county workers. In some counties they have the money to purchase pins for the members completing. In other counties banks, chambers of commerce or luncheon clubs purchase the pins and present them. At the 1930 extension conference the following suggestion was recommended by the club policy committee and adopted by the general conference:

"It is recommended that a uniform State club pin be adopted. It is further recommended that this pin be silver and that it be given only at the completion of the first year's work, and at the end of the second year a certificate be given by the State office with appropriate seals for the first and second years and every year thereafter seals be given for completion. That the State Fair Commission give a gold pin to each State champion declared at the State Fair. The uniform club pin will bear the name of Colorado and shall be kept in the State office."

A study of certificates from all the States was made by the State club agent and it was found that a great many States favored them but others did not. A certificate has been designed in Colorado to be given to the club members completing the work at the close of the second year and also a certificate to be given to local leaders who have carried the work through with 85% or better completions, also another certificate for clubs completing the work 100%. This plan has not yet been put into use because of the expense involved.

HAWAII: Each member is given a pin when all club requirements are met. Charters are given clubs having an 80% completion. A gold seal is added for each year's work after the charter is awarded. Club pins are given for each year's work, as 1st, 2nd, 3rd, and 4th. The members pay for the club pins. All members completing club work are allowed to attend the county camps. These county camps are financed by the community, leaders and members. Sixteen of the most outstanding boys and girls in each county are awarded a trip to the Territorial 4-H Club Week at the University of Hawaii. All expenses at the Territorial camp are paid by the clubs sending the delegates. These funds are raised by the club leaders and members. No donations are accepted.

IDAHO: Pins have been given for the first four years' work. Purchase of pins has been financed by the Agricultural Committee of the State Bankers' Association.

MONTANA: There is a uniform State plan for awarding achievement pins on the successful completion of a club project, but the awarding of these pins is left to the county extension agents, since they are the ones that are responsible for finances. In some cases the county extension agents pass this on to the local clubs and say that if you want to purchase pins you may do so. The national club pin with the word first, second, third, fourth, is used, and the abbreviation for Montana. Bronze - first, silver - second, gold - third, fourth, etc., are the quality of pins used. The plan of financing varies. Some county bankers' associations supply them. A few county extension agents buy them out of the budget. Local clubs raise their own money.

NEVADA: Through the courtesy of the Nevada State Bankers' Association an achievement pin is awarded each year to each member who completes the year's work in a manner satisfactory to the local leader and the extension agent. A series of pins covering nine years' work is available. The pins are the same for the different years. Commencing in 1932, an achievement certificate will be awarded members who successfully complete four years of 4-H club work.

NEW MEXICO: There is no system of awards for each completion in 4-H club work in the State. In some counties this plan is followed, using club pins of various types, usually the four-leaf clover type, with one leaf for completing first-year work, two leaves for completing second-year work, etc. In such cases the purchase of the pins is financed by an organization within the county and the county makes its own regulations concerning the awarding of such pins. Years ago an effort was made at awarding certificates, but this has not been kept up.

OREGON: Awards for completions, pins and pocket cards, are given after the reports are on file in the State office. The national bronze pin is used for the first year; the second year, the little card indicating the completion of the second year's work; the third year, the silver pin; the fourth year, a card; and the fifth year, the gold pin. The purchase is made as follows: the first-year pins are purchased by the State Department of Education. The third-year pins are purchased by funds raised in the county. The fifth-year gold pins are purchased by the State extension office.

UTAH: Achievement pins are given to members for the work done during the calendar year. No member receives more than one pin a year. Pins are given for the first four years the members are in club work and those who complete the fifth year receive a certificate with

one seal and a seal is added for each additional year. The Utah State Bankers' Association purchases the achievement pins. Certificates and seals are purchased through the extension service.

WASHINGTON: Achievement pins are given for six years: first two-years are bronze pins; second two-years are silver; and the third two-years are gold. In addition to the design on the national pins appear the words first, second, third, or fourth, as the case may be on the top bevel of the pin; on the bottom bevel appears the abbreviation "Wash." Pins are purchased in several ways, majority being furnished by or through the county agents' offices. Some counties include pins in the regular county budget. In some counties members purchase their own pins.

WYOMING: An achievement pin is given to each member each year. These are furnished by the State office. A gold seal is awarded to clubs which complete as standard clubs but not 100%, and a Wyoming Certificate of Honor is awarded to all clubs completing 100%. In addition, a small certificate is awarded to club members who complete more than one project in any one year.

